

## HISTORY/BACKGROUND



DMMMSU Open University (DOUS) is committed to a continuing and life-long education of the people.

We are aware that there are many people like you who aspire to continue their education, and update and enhance their knowledge and skills. However, constraints of time, place, and/or financial resources hinder them from seeking further training and education away from their localities.

The DOUS Continuing Education Program is a short-term training program specially designed for people like you. It provides education/training opportunities for:

- 📖 Those employed or self-employed, but do not have the time to seek further training or education away from their workplace.
- 📖 Unemployed/under-employed farmers, fisherfolk, out-of-school youth who cannot afford the cost of regular training or education.
- 📖 Learners who are financially or physically handicapped.

## LANGUAGE PROFICIENCY TRAINING/COURSES

### Basic English Communication

- ✉ Learn the basics of reading and writing in English, interpreting prose and non-prose forms, etc.

### English Proficiency Skills for Professionals and Job Seekers

- ✉ Improve your English communication skills (oral and written)

- ✉ Intended for exam-takers (preparation for TOEFL or IELTS exams), job seekers, foreign students, and even young professionals

### Basic Japanese Language and Culture

- 🎧 Learn to read, write, and speak Japanese
- 🎧 Designed for professionals who are interested to learn basic Japanese language and culture, those who plan to work, study, or live in Japan

### Iloko Creative Writing

- 🎨 Starts with the basics of Iloko creative writing that include historical background and different genre of Iloko Literature
- 🎨 Learn to write Iloko short story, poetry, feature, and develop a drama and *saribitniw*

## INFORMATION TECHNOLOGY TRAININGS/COURSES

### Information Technology Course

- 🖨 Acquire the basic concepts and skills of computing
- 🖨 Designed for those employed or unemployed

### Advanced Courses

- 🖨 Upgrade your technical skills on the latest trends in technology and other IT-related information
- 🖨 Approach: On-line, Off-line mode
  - 🖨 Java
  - 🖨 Web Development
  - 🖨 Visual Basic
  - 🖨 C Language
  - 🖨 C++

## SECRETARIAL, FINANCE & ENTREPRENEURSHIP TRAININGS/COURSES

### Business Correspondence

- ✉ Learn the different types of business communication, emphasizing on principles, theories, rules, mechanics and methods of writing letters, reports, etc. for business

### Office Practice and Relations

- 👤 Enhance your work competency, personality development, and human relations for an improved and faster delivery of services to clients

### Accounting for Non-Accountants

- 🕒 Learn the basics principles, concepts, and skills of accounting
- 🕒 Intended for those who are working in a business-related environment, graduates of non-accounting-related courses and currently working in the accounting department.

### Entrepreneurship Development Training

- 🎯 Develop your entrepreneurial skills and management skills in handling and setting up a business

### Project Development and Management

- 📄 Develop your management skills in handling development projects

## AGRI-BASED TRAINING COURSES

Approach: Mixed mode (Distance education, Face-to-face meeting, use of multimedia: telephone, computer, e-mail, postal mail, etc.)

- 🌿 Orchid Culture: Propagation, Production, and Management
- 🌿 Mushroom Production

- ✿ Pomology (Fruit Production)
- ✿ Olericulture (Vegetable Production)
- ✿ Floriculture and Landscaping

#### Orchid Culture: Propagation, production, and Management

- ✿ Learn the cultural management of orchids: selection of variety. Media production, fertilizer application for growth and flowering, harvesting, hybridization, tissue culture, retail handling, and consumer care of orchids

#### Mushroom Production

- ▲ Know how to produce quality mushroom to ensure maximum income

#### Pomology (Fruit Production)

- ✿ Get the latest information on producing quality fruits that guarantee good profit

#### Olericulture (Vegetable Production)

- ✿ Learn how to produce marketable vegetables

#### Floriculture and Landscaping

- ✿ Find out how to make beautiful flower arrangements and landscapes to help you start your own business

### SUMMARY OF SHORT-TERM TRAINING COURSES

#### Language Proficiency Trainings/Courses

- ☒ Basic English Communication
- ☒ English Proficiency Skills for Professionals and Job Seekers
- ☒ Basic Japanese Language and Culture
- ☒ Iloko Creative Writing

#### Agri-based Training Courses

#### Orchid Culture: Propagation, Production and Management

- ✿ Mushroom Production
- ✿ Pomology (Fruit Production)
- ✿ Olericulture (Vegetable Production)
- ✿ Floriculture and Landscaping

#### Secretarial, Finance, and Entrepreneurship Training Courses

- ✍ Business Correspondence
- ✍ Office Practice and Relations
- ✍ Accounting for Non-Accountants
- ✍ Entrepreneurship Development Training
- ✍ Project Development and Management

#### Information Technology Trainings/Courses

- 💻 Basic Information Technology Course
- 💻 Java
- 💻 Web Development
- 💻 Visual Basic
- 💻 C Language
- 💻 C++

*For more information, please contact:*

#### OFFICE OF THE CONTINUING EDUCATION DMMMSU Open University System

Cor. Gov. Ortega St. Brgy. Catbangan, City of San Fernando, La Union

Tel. No. (072) 607-8324

Tel. Fax (072) 242-3608

[dous\\_dlc@yahoo.com](mailto:dous_dlc@yahoo.com)



“providing more opportunities”



Don Mariano Marcos Memorial State University  
**OPEN UNIVERSITY SYSTEM**  
Cor. Gov. St. Brgy. Catbangan,  
City of San Fernando, La Union

# CONTINUING EDUCATION PROGRAM



**COURSE INFORMATION**